

## Indiana Child Fatality Review – Activities Grant

### Request for Applications

May 3, 2017

#### Points of Contact:

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**RFA Technical Assistance Email Forum** to ensure fair and equitable consideration to all applicants to this RFA, all questions about the RFA requirements or the application process must be submitted in writing via email to [kcunningham2@isdh.in.gov](mailto:kcunningham2@isdh.in.gov). The questions will be compiled into a single “Email Forum” document that will be posted online (<http://www.in.gov/isdh/26350.htm>) for all applicants and will provide answers to the proposed questions following the schedule listed below. Applicants are encouraged to submit questions by the designated due dates. As this is a competitive RFA process, no questions will be accepted after the answers are released for the email forum on 5/12/2017.

Application and Submission Schedule APPLICATIONS MUST BE RECEIVED BY FRIDAY, MAY 19TH, 2017 AT 6:00pm EST

Event	Date	Time
RFA Released	May 3, 2017	4:00PM EST
Email Forum RFA Questions Due	May 9, 2017	6:00PM EST
Email Forum RFA Answers Posted	May 12, 2017	12:00PM EST
Application Due Date	May 19, 2017	6:00PM EST
Preliminary Notice of Awards Provided	May 26, 2017	
Revised Application and Budget Revisions Due	June 2, 2017	
Proposed Contract Start Date	June 15, 2017	

#### Background:

The Indiana State Child Fatality Review Program:

- **Advises** the governor, legislature, state agencies and the public on changes in law, policy and practice to prevent deaths to children and improve the overall health and safety of Indiana’s children
- **Recommends** systems improvements in policy and practice for state and local agencies in order to improve their effectiveness in identifying, investigating, responding to and preventing child fatalities.

- **Provides** support and expert consultation to the Local Child Fatality Review Teams.
- **Reviews** Indiana's child mortality data and Local Child Fatality Review Team reports to identify causes, risk factors and trends in child fatalities.
- **Increases** understanding of the nature and etiology of injuries in children.

***The Indiana Statewide Child Fatality Review Committee will work to support the Local Child Fatality Review Teams by providing guidance, expertise, and consultation in analyzing and understanding the causes, trends, and system responses to child fatalities, and to make recommendations in law, policy and practice to prevent child deaths in Indiana.***

#### **Project Description:**

The Indiana State Department of Health Division of Child Fatality Review is pleased to announce the availability of funding to Local Teams and their affiliated organizations who are able to **provide professional development, training, technical assistance, and/or implementation and programming to improve Child Fatality Review processes or Child Injury Prevention efforts** in their regions.

The Preventive Health and Health Services Block Grant provides all 50 states, the District of Columbia, 2 American Indian tribes, and 8 US territories with funding to address their unique public health needs in innovative and locally defined ways. This program gives grantees the flexibility to use funds to respond rapidly to emerging health issues and to fill funding gaps in programs that deal with leading causes of death and disability. The Indiana State Department of Health Child Fatality Review Division is a recipient of these funds geared toward reaching Healthy People 2020 goals. Healthy People is a set of goals and objectives with 10-year targets designed to guide national health promotion and disease prevention efforts to improve the health of all people in the United States. Released by the U.S. Department of Health and Human Services each decade, this framework reflects the idea that setting objectives and providing science-based benchmarks to track and monitor progress can motivate and focus action. Unintentional injury deaths and Child Fatality Review of Child Deaths Due to External Causes are some of the Healthy People goals chosen as an area in need of improvement. It is the legislated mission of the Indiana State Child Fatality Review Program to support the education of and prevention activities created by Local Child Fatality Review Teams. The Division of Child Fatality Review at ISDH administers programming to achieve these two goals. The following application serves as a request for projects to fulfill these goals.

ISDH is seeking to assist Local Indiana Child Fatality Review Teams in the following:

- **Training and community development:** Child Fatality Review Teams will conduct community trainings aimed at
  - a) Training or building capacity for Local Child Fatality Review Team members in best practice for both review and data collection protocols.
  - b) Teaching citizens how to improve safety in infants, youth and/or adolescents *through policy, systems and environmental change.*

#### **AND/OR**

- **Implementation:** Child Fatality Review Teams will implement plans and policy change to increase access to and engagement in child injury prevention programs in their communities.

Funds will help support the prevention of child injury and fatality in communities to:

1. Assess existing systems gaps and strengths related to injury prevention and monitor change over time;
2. Encourage local agency collaboration, through the Child Fatality Review Team, addressing education, prevention and training related to prevention childhood injury
3. Implement prevention programming in appropriate settings with priority populations
4. Use evidence-based strategies to provide for a comprehensive, multi-faceted injury prevention program that operates with fidelity and across all layers of the social ecological model.

Applicants must demonstrate the use of the following widely accepted and proven methods and strategies:

1. Evidence-based
2. Community-centered
3. Developmentally and educationally appropriate
4. Engaged in meaningful partnerships and collaborations

### **Funded Program Activities**

Applicants must demonstrate the use of prevention methods and strategies which are based in evidence and theory. These methods/strategies include:

1. Evidence-based, evidence-informed programming
  - a. Applicants are strongly encouraged to use the best available evidence for program planning and development. Evidence can range from evaluation and research data on the effectiveness of a certain program or strategy, to local and published data, such as data from police reports or surveys.
2. Partnerships and Collaboration
  - a. Partnership and collaborative efforts can enhance program capacity to achieve intended outcomes. Applicants should demonstrate collaboration with other organizations to share resources and integrate messages into existing systems by engaging community members in decision-making to reduce childhood injury and significantly improve the quality of life in the community.

### **Service Delivery Dates:**

The services requested will be implemented during the period of June 15, 2017 through September 30, 2017.

### **Funding:**

The total funding amount available for this program is up to \$25,000. Requested amounts of funding can be for any amount that can be justified by the applicant's budget proposal. The number of grants awarded and the grant amounts will be contingent upon the number of quality applicants.

The above funding will be available for this budget period only. After this budget period a new RFA will be issued or non-competitive renewal applications will be requested.

Successful applicants with an approved itemized budget may invoice for up to half their total award upon execution of their grant agreement. Remaining funds are contingent upon review and approval of documentation confirming expenditures are in accordance with approved itemized budget.

All awards and disbursement of funds under this Request for Applications are contingent upon availability of funds to the Indiana State Department of Health (ISDH) and are at the discretion of this agency.

Under this RFA, ISDH reserves the right to re-allocate funds to established priority areas at its discretion if such funds are un-awarded, returned or unobligated in any way.

ISDH reserves the right to reject or to partially fund any proposal applying for this RFA.

Funding may not be used for:

1. Supplanting funding for an existing program supported with another source of funds
2. One-session presentations to youth
3. Programs that do not address the strategies outlined above
4. Direct or indirect lobbying
5. Case management, support groups, or group or individual counseling/therapy
6. Media or social marketing campaigns that do not promote infant, child and family wellness
7. Food or beverage-related expenses (not including the per diem rate allowed for travel)
8. Supplies and materials, space or general operating expenses not justified by the grant objectives

#### **Complete RFA Due:**

Applications are to be submitted via email to [kcunningham2@isdh.in.gov](mailto:kcunningham2@isdh.in.gov) by no later than May 19, 2017 at 6pm EST.

#### **Notice of Award:**

Respondents will be notified of results no later than 20 days after submission of application.

#### **Eligibility:**

Any Indiana Child Fatality Review Team, both county and regional, who has submitted a Child Fatality Review Committee Report to the State Coordinator may apply. Grants will be awarded to applicants who demonstrate the capability and capacity to provide the proposed services, and the commitment to participate in the child fatality review process. Partnerships among applicants from the same geographical area are strongly encouraged.

#### **Successful applicants are required to complete the following in order to enter into a grant agreement with the State:**

- Completion of these forms for Indiana Auditor of State vendor registration
  - W-9 Form, located here: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
  - Direct Deposit Form, located here: <https://forms.in.gov/Download.aspx?id=11695>
- Completion of Indiana Department of Administration bidder registration, located here: <http://in.gov/idoa/2464.htm>

- Completion of a Business Entity Report with the Indiana Secretary of State, located here: <https://inbiz.in.gov/BOS/Home/Index>

## **Written Proposal**

1. Cover sheet with:
  - a. Name and title of primary contact
  - b. Name and title of secondary contact
  - c. Information about eligible organization including:
    - i. Organization Name
    - ii. Mailing address
    - iii. Work phone
    - iv. Cell phone
    - v. Email address
2. Narrative to include:
  - a. Provide a brief background of your Child Fatality Review Team, its membership and why it is well positioned to provide services/training in the community. Include examples, if any, of previous injury prevention efforts undertaken by your Local Team.
  - b. Define your intervention population. Please include:
    - i. Geographic area served
    - ii. Age range of targeted population
  - c. Describe the training, methodology, intended audience and potential reach of your proposed training. Specifically identify who will benefit from this education.
  - d. Explain the need for the program to be implemented. Include statements on number of children impacted by the issue and any disparities in services provided.
  - e. Describe how you will ensure that community members not directly affiliated with your organization will be able to benefit from the implemented program.
  - f. Describe the intended outcomes of the program and how you intend to measure the impact. If appropriate, goals should be time-sensitive and measures evaluated appropriately.
3. Budget Proposal

## **Reporting Requirements:**

Award recipients will be required to submit a final report, detailing program activities and impact. This report will be due prior to December 31, 2017. Report narrative should include the following information:

1. General Project Summary.
  - a. Include outreach plan and training plan.
  - b. Summary of challenges or barriers and how those were addressed.
2. Number of individuals and geographic regions (counties, zip codes, agencies, etc) directly benefitting from outreach.
3. Program activities you were not able to complete and why?
  - a. Any other unforeseen challenges or obstacles preventing execution.
4. Identification of further need in geographic area based on distribution and education completed.